

HOMELAND SECURITY GRANT PROGRAM

DELAWARE HOMELAND SECURITY TERRORISM PREPAREDNESS WORKING GROUP MEETING MINUTES

FEBRUARY 11, 2013

1. Director Jamie Turner convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:38 p.m. in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
 - a. Meeting Notice & Agenda
 - b. DHSTPWG Meeting Minutes from December 10, 2012
 - c. Homeland Security Grant Program DHSTPWG Grant Program Status Report February 2013
 - d. Homeland Security Grant Program Monthly Report from February 2013
 - e. Homeland Security Grant Program Purchasing Report from February 2013
 - f. Training and Exercise Subcommittee Meeting Minutes from February 6, 2013
 - g. Funding Subcommittee Meeting Minutes from December 10, 2012
 - h. Funding Subcommittee Meeting Minutes from January 14, 2013
2. December 10, 2012 minutes were reviewed and approved. (**Motion: Allen Metheny; Second: Robert Newnam, Passed Unanimously**)
3. **Old Business**
 - a. **Subcommittee Reports**
 - 1) ***Training and Exercise Subcommittee*** – (Robert Newnam, Chairman) – Robert Newnam, Delaware State Fire School, briefed the T&E Subcommittee meeting minutes for February 6, 2013 was provided to the group. The following training requests have been approved: Law Enforcement Tactical Training (\$17,662.00) and Rapid Intervention Team Training (\$4,600.00) for Little Creek Fire Company. The following exercise requests was approved for expenditure in the amount of \$2,500.00: Continuity of Operation Planning (COOP) tabletop exercise. The intent of the exercise is to identify interdependencies during a COOP event, to identify gaps in plans, and to further develop Continuity Coordinators responsibilities. The next meeting is scheduled for March 6, 2013 at 8:30 a.m. at the Delaware State Fire School.
 - 2) ***Funding Subcommittee*** – (Allen Metheny, Chairman) – Allen Metheny, Delaware Volunteer Fireman's Association (DVFA), briefed on six (6) reallocations that were approved. Of note was a motion regarding Sussex County Emergency Management Agency's (SEMA) \$72,750.00 Shelter Sub-grant for generators under FY2010. A motion was approved to reprogram a FY2011 communication project, which was moved to FY09, in place of the SEMA shelter project. This would allow for the funding to be use prior to the grant deadline and would allow more time for the

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shelter project, which could be moved to FY2011. The planner has not received the package to conduct an Environmental & Historic Preservation (EHP) review, and the Funding Subcommittee has given Sussex County a deadline of February 25, 2013 to provide the EHP package. Other approved reallocations: Healthcare \$13,000.00 for detection equipment, Sussex EMS \$2000.00 to address a cost overrun, Sussex EMS \$10,000.00 for HAM Radio equipment, Law Enforcement \$53,000.00 for Emergency SWAT equipment, Law Enforcement \$7,566.00 to Enhance Tactical equipment budget line. The next meeting is scheduled for March 11, 2013 at 12:30 p.m. in the DEMA Training Room.

b. **Equipment Procurement Progress (FY2010-FY2011)**

Jen Dittman, DEMA, explained that the HSGP Monthly Report and Purchasing Report from February 2013 contain the status of Disciplines' projects for FY10. These reports were provided as handouts. The Planners provided a brief on projects and outstanding funding of concern. It was noted that FY2010 procurements that were held pending reconciliation have been processed. FY2011 should be loaded into First State Financial within the next week.

c. **Equipment Distribution Status**

There was no report on equipment distribution at the meeting.

4. **New Business:**

- a. **State Preparedness Report (SPR)** – Jen Dittman briefed that the SPR was completed in December 2012. The SPR resulted in the identification of 58 gaps across 31 Core Capabilities and all 13 Disciplines: Planning (13 gaps), Organization (nine gaps), Equipment (15 gaps), Training (12 gaps), and Exercise (nine gaps). Overall, Delaware has the capabilities in place to meet targets established through the Threat Hazard Identification Risk Assessment process. However, there is work to be done. Kurt Reuther reviewed the SPR and briefed the Homeland Security Advisory Council on the results. Priorities are in draft to assist with determining the selection of projects for FY2013.

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- b. **2013 Meeting Schedule** – The Working Group meeting schedule was provided in a handout. Chairman Turner recommended that the meeting scheduled for March be cancelled. The next meeting is scheduled for April 5, 2013.
- c. **Purchasing Tips** – A handout was provided to aid end users in providing information to DEMA for items to be purchased. It notes that providing details, quotes, specifications or direct links to what one is looking to purchase will help in purchasing the item quickly. Of note is Delaware Code must be followed in the procurement process. Therefore, DEMA cannot always purchase from the vendor of the end user's choice.
- d. **Grant Status Update** – Director Turner noted that Congress has not provided information regarding grant appropriation nor was guidance released for FY2013. Director Jamie Turner noted that congressional budget audits are being conducted on state grants. The Working Group recommended that the design of the Discipline template include information regarding what has been done with grant funding, what is going to be done, what risk has been brought down with funding. A group is being put together to work on the design of the template. Jen Dittman briefed that a handout was provided that contained a snapshot of open grants under the umbrella of the Homeland Security Grant Program. Detailed information about projects under the State Homeland Security Grants can be found in the Planner and Purchaser Reports. Jen asked if the group would prefer a spreadsheet to capture the planner report. The consensus was that a spreadsheet would be helpful.
- e. **Discipline Presentations** – Jen Dittman briefed that it could be helpful, to the program, if each Discipline provided information that relates to Homeland Security goals and objectives and major issues concerning homeland security within the Discipline. It was suggested that a group be put together to design a template for the discipline presentation. A concern was voiced on how the template could be designed to provide information but not expose gaps in capabilities. Guidance may be needed on how this can be done. Going into executive session is an option to protect information.

5. **Open to Floor**

Bill Carrow noted that DivComm was conducting a review of strategic plans regarding the longevity of the radio system. Presently, failing radios can be replaced until the stock has expired. It was noted that many radios were purchased with grant funding and sustainment of the system may require a plan with a focus on economy of scale. He

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advised that the Operations Subcommittee of the Statewide Interoperability Executive Council (SIEC) is working on a recommendation for radio replacement and prioritization.

5. The meeting adjourned at 2:26 p.m.

Next Meeting - the next meeting is scheduled for April 8, 2013 at 1:30 p.m. in the DEMA Training Room.



JAMES E. TURNER, III

Chairman, Delaware Homeland Security Terrorism Preparedness Working Group
Attachments: Attendance Roster

Note: All Meeting Handouts are available upon request.

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| MEETING ATTENDANCE ROSTER | |
|---|---|
| Name | Agency |
| Voting Members | |
| Jamie Turner | Chairman |
| Absent | Delaware State Police, LE Co-Lead |
| Colonel Dallas Wingate | Delaware National Guard, DNG Lead |
| Mayor Carleton Carey | Delaware League of Local Governments, GA Lead |
| Robert Newnam | Delaware Fire School, T&E Lead |
| James Hosfelt | Police Chiefs Council |
| Dave Carpenter | NCC Emergency Management |
| Absent | KC Emergency Management |
| Absent | Wilmington Emergency Management, EMA Lead |
| Absent | SC Emergency Management, SEMA Lead |
| Dwayne Day | DeIDOT, PW proxy |
| Suzanne Raab-Long | DE Healthcare Association, HC Lead |
| Tim Sexton | DHSS, Division of Public Health, PH Lead |
| Ellen Malenfant | DNREC, HZ Lead |
| New Lead needs to be appointed | Public Safety Communications, PSC Lead |
| Dave Mick | Emergency Medical Services, EMS Lead |
| Sandra Alexander | Department of Technology & Information, CS Lead |
| Mark Davis | Department of Agriculture, AG Lead |
| Bob George | Citizen Corps, CCP Lead |
| Allen Metheny | Delaware Volunteer Firefighter's Association, FS Lead |
| Summer Bowman | Department of Motor Vehicles, DMV proxy |
| Absent | Delaware State Police, LE Training & Exercise Lead |
| Working Group Members & Guests | |
| Kurt Reuther | Department of Safety & Homeland Security |
| Bobby Schoonover | SC Emergency Medical Services |
| Bill Carrow | DivComm |
| Tom Ellis | Department of Justice |
| Delaware Emergency Management Agency Staff | |
| Tony Lee | Principle Planner |
| Jennifer Dittman | Terrorism Preparedness Supervisor |
| James Cubbage | NIMS/IMT Coordinator |
| Will Hayes | Terrorism Preparedness Planner |
| Beth Moran | Terrorism Preparedness Planner |
| Ron Price | Terrorism Preparedness Purchaser |